

Human Resources Directors,

As the state continues its response to the 2019 novel coronavirus (COVID-19), and as more cases are identified across South Carolina, I want to ensure that agencies have clear guidance on the appropriate measures to take if an employee tests positive for the virus.

The South Carolina Department of Health and Environmental Control's (DHEC) Interim Guidance for Businesses and Employers document provides pertinent information for:

- Prevention strategies to protect employees from COVID-19 transmission.
- Response recommendations for employees with COVID-19 or those at risk of infection.

To access the document, click [here](#).

Regarding employees who may have reported to work ill and tested positive for COVID-19, the South Carolina Department of Administration's (Admin) Division of State Human Resources (DSHR) has developed a COVID-19 Employee Notification Language template (please see the attached), with two options:

- Option A is for an employee(s) who had close proximity exposure to an employee who has received a positive test (or physician presumed positive test). Close proximity is defined as having been in 6 ft of the affected team member for more than 10 minutes.
  - This notification also explains that due to the employee's close proximity exposure, and based on protocols, they should go home and isolate themselves for 14 days. Among other measures, the notice also explains the available leave options for this scenario.
- Option B is for notifying employees that someone in their unit or division received a positive test (or physician presumed positive test). This notification would be used for employees who had no close proximity exposure, as defined above.
  - This notification also explains the available leave options the employees may choose to exercise out of an abundance of caution.

Should your agency have an employee who was ill at work and tested positive for COVID-19, or received a physician presumed positive test, both DHEC and the Centers for Disease Control and Prevention (CDC) have issued interim guidance for businesses, such as state agencies, to utilize regarding cleaning and disinfecting facilities. The information provided by both entities is being regularly updated.

- DHEC – [Interim Guidance for Businesses and Employers](#) (Routine environmental cleaning and cleaning an area if an employee worked while ill)
- CDC – [Resources for Businesses and Employers](#) (Cleaning and Disinfecting Recommendations)

If your facilities are managed by Admin, and you have an employee who has received a positive test (or physician presumed positive test), please contact Division of Facilities Management and Property Services Director Ashlie Lancaster (803-760-9262 or [ashlie.lancaster@admin.sc.gov](mailto:ashlie.lancaster@admin.sc.gov)) to coordinate for the cleaning and disinfection of your facilities.

If you have any questions, or if I can be of any assistance, please let me know.

All the best,

Karen Wingo